



****LENDER RECERTIFICATION SAMPLE FORM ONLY****

Due annually by March 31st This form is an example of the information that will be requested during the lender onboarding process. Do not submit this.



Lender Recertification Form - SAMPLE

The checklist of all required documents starts on page 3. Email lenderrelations@ihda.org with questions and submissions.

PLEASE READ THE CHECKLIST CAREFULLY ALL ITEMS MUST BE CORRECT AND ACCOUNTED FOR TO BE APPROVED

COMPLIANCE CERTIFICATIONS

(LEADERSHIP CONTACT NAME) (POSITION/TITLE) certifies that our company is compliant with the following and will provide supporting evidence at the request of the Illinois Housing Development Authority or its partners, at any time.

- 1) Our company complies with all applicable federal, state, local, and Agency regulations and/or ordinances.
- 2) Our company and its entities, including all DBAs and branches, are in good standing with applicable licensing authorities.
- 3) Our company complies with HUD's Affirmative Fair Housing Market regulations.
- 4) Our company complies with Appraiser Independence Requirements (AIR), including monitoring, and maintains a written policy that includes at a minimum:
 - a) at a minimum, an "appraiser" to be licensed or certified by the state in which the property to be appraised is located.
 - b) safeguards to ensure no employee, director, agent of the seller, or any third-party acting on behalf of the seller shall influence the development, reporting, result, or review of an appraisal through coercion, extortion, collusion, compensation, inducement, intimidation, bribery, or in any other manner.
 - c) include a process for the referral of appraiser misconduct to the applicable state appraiser certifying and licensing agency or other relevant regulatory bodies.
 - d) processes to provide a copy of the appraisal to the borrower(s) or obtain a signed waiver at least 3 days before closing.
 - e) a process to ensure Third-Party Originators are responsible for selecting, retaining, and compensating the appraiser.
 - f) a process that employees of sales and loan production are restricted from the appraisal process (which includes ordering and/or communicating with the appraiser or the AMC).
 - g) a process that ensures that the third-party broker's management and staff are restricted from the appraisal process (which includes ordering and/or communicating with the appraiser or the AMC).
- 5) Our company complies with and has policies concerning the Bank Secrecy Act, USA Patriot Act, Anti-Money Laundering Act, OFAC, and Fraud Detection and Reporting in compliance with Agency, federal, and state guidelines.
- 6) If our company chooses to utilize electronic signatures, we follow all required Agency, federal, and state guidelines, including the Illinois Uniform Electronic Transactions Act and any related Illinois Law.
- 7) Our company has a process in place and screens all contractors, third party vendors, or other parties to mortgage origination or activities related to the origination of loans (including our internal staff) against all applicable exclusionary lists, including, without limitation, FHFA's Suspended Counterparty Program List, HUD Limited Denial of Participation List, Freddie Mac Exclusionary List, and any others as required by the regulations.
- 8) Our company maintains Responsible Lending Practices policies and procedures, and updates them as necessary to ensure responsible lending practices that are in line with current market conditions:
 - a) A process in place to seek to offer the lowest-cost product with the lowest-risk loan terms for which they qualify;

- b) A process in place to ensure we are not steering borrowers toward a particular loan program to qualify the borrower for a loan in an effort to misrepresent the borrower's true credit or income-related qualifications;
 - c) A process to ensure our loan originator compensation practices comply with the loan originator compensation provisions of the TILA and Regulation Z, and that loan originators comply with these requirements when presenting loan options to consumers;
 - d) A process to ensure we do not require the borrower to purchase, and no proceeds of the loan may be used to purchase, single premium credit insurance (e.g., life, disability, accident, unemployment, or health insurance) or a single fee debt cancellation agreement.
 - e) Processes to ensure we are not delivering loans subject to prepayment penalties;
 - f) Processes in place to comply in all material respects with the Guidance on Nontraditional Mortgage Product Risks for nontraditional loans with loan application dates on or after September 13, 2007;
 - g) A process to ensure we comply with the Fair Housing Act and related regulations.
 - h) A process in place to ensure we comply with the anti-discrimination provisions of the Equal Credit Opportunity Act and related regulations; and,
 - i) A process in place to ensure we comply with federal or state prohibitions on unfair, deceptive, or abusive acts or practices (UDAAP).
- 9) Our company maintains an ongoing Quality Control Review Program. This includes a written plan detailing how to conduct reviews of a random sample of at least 10% of loans originated on behalf of the company, resolve QC discrepancies, identify trends and root causes, take corrective actions, and report to senior management as required by each Agency.
- 10) During the certification period our company was not sanctioned by any State(s) (as defined at 12 U.S.C. § 1707(d)) in which the company will originate insured mortgages or Title I loans, except for those Sanctions, if any, that the Company/Mortgagee reported to HUD, GNMA, FHLMC, and/or FNMA and for which the Mortgagee/Company received explicit clearance from HUD, GNMA, FHLMC, and/or FNMA to continue with the certification process.
- 11) I certify that, during the certification period, the company, or any Authorized Representative (and/or Corporate Officer (as defined in HUD Handbook 4000.1 I.A.3.c.iv.(B))) was not:
- a) Subject to a suspension, debarment, or under a Limited Denial of Participation (LDP); or
 - b) Refused or had revoked, any license necessary to conduct normal operations in the mortgage loan industry by any State(s) (as defined at 12 U.S.C. § 1707(d)) in which the company will originate insured mortgages or Title I loans; except for those occurrences, if any, that the company reported to HUD, GNMA, FHLMC, and/or FNMA and for which the Company/Mortgagee received explicit clearance from HUD, GNMA, FHLMC, and/or FNMA to continue with the certification process; or
 - c) Subject to a suspension, debarment, or other action as a result of principal officer background check(s), furthermore certifying that all principal officer background checks have been free from negative findings.
- 12) I acknowledge that I am an Authorized Representative (and/or Corporate Officer) of the company mentioned above, authorized to execute these certifications and acknowledgments on behalf of the company.
- 13) I certify that the preceding statements are materially correct to the best of my knowledge.

Authorized Lender Representative Signature

Authorized Lender Representative Title

(continued)

REQUIRED DOCUMENTATION TO BE SUBMITTED

Please note that all underlined items below link to sample documents. If N/A is selected, a reason must be provided on this form or in an attached document. E-mail all digital items and questions to lenderrelations@ihda.org. All instructions for sending originals are listed on page 3.

1. **U.S. Bank Recertification Approval** – IHDA will verify that the lender is a recently (within 18 months) approved and/or recertified participating lender with U.S. Bank Home Mortgage.
2. Provide, as available by your primary regulator,
 - a. **Documentation of your approval to do mortgage lending in Illinois.** This will differ depending on your organization. This could include a screenshot from www.nmlsconsumeraccess.org showing state licenses/registrations or a Certificate of Corporate Existence from IDFPR, OCC, etc.
AND
 - b. **Evidence of good standing.** This will differ depending on your organization. This could include a Certificate of Corporate Existence from IDFPR, OCC, etc., Secretary of State's Certificate of Good Standing, or IDFPR Credit Union Certificate of Good Standing. *(Depending on what is required in 5(a), your evidence of good standing may be included with your approval to do business.)*
3. **Copy of current IRS- W9** – Request for Taxpayer Identification Number and Certification. Must be complete, signed, and dated.
4. **Updated Lender Information Sheet** – Provides IHDA contact information and the Lender's Agency approvals. **Contacts provided on any included forms will become the *only* ones active with IHDA.**
5. Current **Errors and Omissions** and **Fidelity Bond Insurance Certificates**.
6. Copies of current **financial statements**. Please provide a written explanation of any deficit net income or non-recurring expenditures.
7. Provide **résumés or other appropriate information** of principal officers managing the underwriting and originating process.
8. Most recent **Scorecards from lender's three largest investors**, as available.
9. Current **Quality Control Review Plan**, including pre-funding and post-funding procedures.
10. Copy of **hiring procedures** for checking all origination staff (including application through closing) against, at a minimum, the U.S. General Services Administration Excluded Parties List, the HUD Limited Denial of Participation List, and the Federal Housing Finance Agency Suspended Counterparty Program List.
11. Copy of the **Information Security Policy**.
12. Copy of the **Disaster Recovery** or **Business Continuity Plan**.
13. Copy of **Diversity, Equity, and Inclusion Statement**, if applicable.

SUBMISSION INSTRUCTIONS

All information will be submitted via the online portal <https://comergence.com/>.